

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

Mr. Seymour Gettman, Chief
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Pay Policy Division
Bureau of Policies and Standards
Room 3 H 30
U.S. Civil Service Commission
Washington, D.C. 20415

*18 July 74
not sent to AD/Personnel
new AD/Personnel*

Dear Mr. Gettman:


As you requested we have reviewed your draft of proposed additional instructions for implementing the Fair Labor Standards Act.

With regard to the initial notification of employees and the procedures for designation of status and establishment of reporting requirements, we believe that the requirement for including the designation on the Standard Form 50 through use of an identifier within the position number will be impracticable in our case. We would prefer to provide some other form of notice such as a special card which we would issue regularly as changes occur or a statement included on the Earnings Statement which is issued every two weeks, if this is acceptable.

In the case of the requirement for granting compensatory time for non-exempt employees, the condition that the overtime entitlement under Title 5 should be the same or greater than that under FLSA might be difficult to ascertain at the time of compensatory time utilization and would require a computation in advance, probably by the T & A Clerk. Further, the use of compensatory time within the same work week might be difficult or not practicable. It would be better to establish this requirement solely in terms of the pay level of the employee, e.g., not above the first step of GS-10.

With regard to fractional hours for overtime and leave purposes, we would prefer that no instructions be issued. As a practical matter we believe the employee entitlement to fractional hours of overtime can be accommodated through reporting procedures which allow accumulation of quarter hour increments to be reported in whole hours, if this is permissible. We believe any instructions issued, however, should apply alike to all employees.

In other respects the proposed FPM Letter poses no problems for us and we find it acceptable.


Acting
Director of Personnel

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